



STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
OFFICE OF COMMUNITY SERVICES
830 PUNCHBOWL STREET, ROOM 420
HONOLULU, HAWAII 96813

November 26, 2004

TO: Prospective Applicants

FROM: Keith Yabusaki, Procurement Officer
Department of Labor and Industrial Relations (DLIR)
Office of Community Services (OCS)

SUBJECT: Addendum Number 1

OCS hereby issues for your perusal its Addendum No. 1 for Request for Proposals (RFPs) Numbers LBR 903-01 through LBR 903-11 that were issued on October 12, 2004.

DLIR – OCS is issuing this addendum to the aforementioned RFPs for the purposes of:

- 1) Responding to questions that arose at the orientation sessions of October 27 and 29, 2004, and written questions subsequently submitted in accordance with Section 1-V and 1-VI, of these RFPs, and
- 2) Amending these RFPs.

The proposal submittal deadline for all RFPs is not amended.

Enclosed are:

- 1) A summary of responses for purposes of clarification of these RFPs requirements, and
- 2) Amendments to these RFPs.

Also enclosed is a handout distributed at the October 27 and 29, 2004 orientation sessions.

Should you have any questions or concerns, please contact Keith Yabusaki at:

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Enclosures

**Addendum Number 1 to the Office of Community Services’
Requests for Proposals for State Fiscal Biennium 2006-2007**

This addendum makes corrections, amends and clarifies Requests for Proposals (RFP) for State Fiscal Biennium 2006-2007 issued by the Office of Community Services on October 12, 2004.

RFP LBR 903-01 Employment Core Services for Low-Income Persons

1. Clarification: Source of Funding (Section 2.I.A.E p. 2-2)

Only State General Funds are currently planned and budgeted to fund this program. General funds may include reimbursements to the General Fund from the Department of Human Services to OCS for services under this program.

2. Clarification: One Proposal Per Service Area (Sections 2.I.A.D p. 2-2 and 2.II.C p.2-3)

Applicants are allowed to apply for more than one service area. A separate proposal shall be submitted for each service area that an applicant is seeking to serve. The service areas for this RFP include the counties of Honolulu, Hawaii, Maui, and Kauai.

3. Clarification: Required Services (Section 2.III.A p.2-4)

The service activities in subsection A are “minimum and/or mandatory tasks and responsibilities,” unless stated otherwise.

4. Amendment: Milestone 3 on “Employment” (Section 2.III.A.3 p. 2-5)

The first sentence under “Outcome” that begins with the words “The participant” and ends with the words “hours/week” is amended to delete the minimum hours a week. This sentence and paragraph is amended to read:

“The participant is hired for full-time or part-time employment. Full-time employment is preferred. When part-time employment does not provide medical benefits, it must be clear that this is consistent with participant’s informed choice. Job placement is achieved when the participant has completed five (5) days of work on the job.”

5. Amendment: Milestone 3 on “Evidence” (Section 2.III.A.3 p. 2-5)

The first paragraph under “Services,” that begins with the words “Job placement” and ends with the word “scheduling,” is amended to delete the reference to “evidence” and make other clarifications. The amended paragraph reads as follows:

“Job placement services includes but is not limited to employment counseling, job application assistance, interview preparation and scheduling and job development activities, such as obtaining job referrals from employers, collaborations with employers, and others.”

6. Amendment: Milestone 4 on “Off-site Job Support” and “Communication with Employers” (Section 2.III.A.4 p. 2-5)

- a. The first sentence under “Services” that begins with the word “During” and ends with the word “supports” is amended to add in the words “as needed” and make other clarifications. The amended sentence reads as follows:

“During the Job Support phase, the participant will be provided with intensive on- and off-site job support as needed to assist the participant in adjusting to the demands of the job, overcome identified barriers to job stability, and arrange for other external supports.”

- b. The second sentence under “Services” that begins with the words “The provider” and ends with the word “job,” is amended to read as follows:

“The provider will inform employers of its job support services and seek to establish regular communication with employers to facilitate participants’ adjustment and effective functioning on the job.”

7. Amendment: Milestone 5 on “Off-site Job Support” and “Communication with Employers” (Section 2.III.A.4 p. 2-5)

- a. The first sentence under “Services” that begins with the word “During” and ends with the word “job” is amended to add in the words “as needed,” and make other clarifications. The amended sentence reads as follows:

“During the Job Maintenance phase, the participant will be provided with periodic on- and off-site job support as needed to assist the participant in maintaining stability on the job.”

- b. The third sentence under “Services” that begins with the words “The provider” and ends with the word “requirements,” is amended to read as follows:

“The provider will continue to maintain communication as available with employers to ensure the participant is successfully adjusted to the workplace and is meeting workplace requirements.”

8. Clarification: Milestone 6 on Meeting One-year Milestone and Carryover of Funds (Section 2.III.A.6 p. 2-6 for LBR 903-01 and p. 2-5 for LBR 903-02)

Awards will continue to be made in annual funding amounts. In order that providers may obtain payments for clients begun in the first year of a two-year term contract but who have not had time to reach the one-year and other milestones by the end of the first year, remaining first year funds may be carried over to the second year and used to pay for continuing first year clients.

9. Amendment: Milestone 6 on Frequency of Contact (Section 2.III.A.6 p. 2-6 for LBR 903-01 and p. 2-5 for LBR 903-02)

The second sentence under “Services” that begins with “The participant” and ends with “month” is amended to delete frequency of contact requirements. The amended sentence reads as follows:

“The participant has received continuing support services.”

10. Clarification: Reporting of Budgeted and Actual Expenditures (Section 2.III.B.7 p. 2-8 for LBR 903-01 and p. 2-7 for LBR 903-02)

A comparison of budgeted to actual expenditures remains a reporting requirement for this program.

11. Correction: Not Cost Reimbursement; Budget Required (Section 2.III.B.8 p. 2-8)

The last paragraph in this subsection is corrected to delete the first sentence that states: “Pricing shall be based on cost reimbursement (See Section 3(V), Financial)” and amended to clarify the requirement of a budget for this RFP. The paragraph as amended as follows:

”The applicant shall submit its planned budget on the appropriate budget forms listed in Section 3 (V) that are provided on the SPO website (See Section 5, POS Proposal Checklist) and other financial requirements as stated in Section 3 (V). The budget shall be in accordance with Chapter 103F, HRS, Cost Principles for Purchases of Health and Human Services, in form SPO-H-201 provided on the SPO website.”

12. Clarification: “OCS Milestone Achievement Form” (Section 2.III.B.7 p. 2-8)

The Milestone Achievement Form and other reporting forms will be provided upon execution of contracts.

13. Clarification and Amendment: Flexibility of Client Numbers (Section 2.III.B.8 p. 2-8)

Generally, providers will be expected to meet all proposed and/or contractually agreed upon terms including outcomes. Variances in actual outcomes in the total number of clients, and the number of clients served under each tier, from those proposed and/or contractually agreed upon, will be considered for renegotiation where justified by unanticipated circumstances to the extent that changes in total numbers and under each tier can be paid for out of funds awarded.

Therefore, the second sentence in the first paragraph of this subsection that begins with the words “The number of payments made for each milestone” and ends with the words “may exceed this number” is amended to read as follows:

“The number of payments made for each milestone shall be limited to the agreed upon numbers of clients in the contract and subsequent amendments, either or both in total numbers and under each tier.”

14. Clarification: Proposal Application Financial (Section 3.V.2 p. 3-6)

This subsection is amended to clarify that applicants for the indicated RFPs shall submit an explanation and a breakdown of the funding amount requested and a budget.

The first sentence that begins with the words “The applicant shall submit” and ends with the words “budget forms” is amended to read as follows:

“The applicant shall submit a funding proposal utilizing the Milestone Payment System for the following RFP numbers and titles.”

The last two paragraphs that begin with the words “OCS will use” and ends with the words “SPO-H budget forms” are deleted, and replaced with the following:

“Applicant shall submit a written explanation of the amount of funding requested and a breakdown of the funding amounts requested for each of the two fiscal years, based on the Milestone Payment System, units of service, and unit rates set forth in Section 2.III.A and B, pages 2-4 through 2-9, and the Performance Output and Outcome Measurements table provided on page 2-10. Applicant shall also submit its planned budget for the requested funding on the budget forms set forth in Section 3.V.3 p. 3-7.”

A Powerpoint presentation and handout was given to attendees at both OCS orientation sessions and can be found at <http://dlir.state.hi.us/divisions/ocs/index.shtml>